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UNITED STATES DEPARTMENT OF AGRICULTURE
FOREIGN AGRICULTURAL SERVICE
WASHINGTON 25, D. C.

FAS FIELD INSTRUCTION NO. 16
January 28, 1957

SUBJECT: Foreign National Employees - Application and Performance Data
Required by February 28, 1957

- I. PURPOSE: The Foreign Agricultural Service is cognizant of the significant and essential contribution made by Foreign National employees to the efficient and successful operation of the Office of the Agricultural Attache. Our objective, therefore, is to promote the maximum utilization of these employees in programs of the Service.

This FAS Instruction calls attention to two recent programs designed to (1) develop potential abilities of Foreign National employees in carrying out FAS programs, and (2) identify and recognize their performance during periods of association with U.S. agricultural work abroad. This Instruction sets forth the information needed on each Foreign National employee to enable the proper functioning of these programs.

II. FOREIGN NATIONAL EMPLOYEE COVERAGE:

- A. INCENTIVE AWARDS PROGRAM - FAS Instruction No. 51, dated December 1, 1956, announcing the FAS Incentive Awards Program, provides that Foreign National Employees holding official appointments in the U.S. Department of Agriculture at overseas posts are eligible and encouraged to participate in this Program on the same basis as United States citizen employees. This means that Foreign National employees are eligible for recognition through the media of Honorary and Cash Awards, as well as for Length-of-Service Awards. As defined in the FAS Instruction, each employee who has completed 10 years of service or more in the Department of Agriculture or performed agricultural work abroad in activities subsequently transferred to the Department, may be recognized by a Length-of-Service Award after completion of his 10th year and at 10-year intervals thereafter.
- B. TRAINING PROGRAM - It is the intent of the Foreign Agricultural Service to bring a limited number of Foreign National employees holding official appointments in the U. S. Department of Agriculture to the United States for a pre-arranged training program whereby they may observe the departmental functions of the Foreign Agricultural Service, obtain some practice in the utilization of reports, and by contact acquaint themselves with the methods used in producing, storing and distributing some of the major agricultural commodities. The project is intended to improve the effectiveness of the employee receiving the special training; and if successful, it is anticipated a similar program will become an annual undertaking, thereby providing a performance incentive on the part of all Foreign National employees.

1. Selection Procedure - Selections will be made by an FAS Committee in Washington, D. C., from among those Foreign National employees recommended on the efficiency reports completed by Agricultural Attaches.
2. Period of Training - The selected employees will spend approximately nine weeks in the United States.

III. SUBMISSION OF REQUIRED INFORMATION: In order to facilitate the making of selections under the Training Program and to provide for computing employees' eligibility for Length-of-Service Awards early in 1957, each Agricultural Attache is requested to forward to FAS/Washington by not later than February 28, 1957, the information requested in paragraphs A and B below on each Foreign National employee under his direction who is appointed on the rolls of the U. S. Department of Agriculture.

Thereafter, whenever a new Foreign National employee is appointed on the rolls of the U. S. Department of Agriculture, a Form DSP-33 (requested in paragraph A below) is to be completed and forwarded immediately to FAS/Washington. The Efficiency Report (requested in paragraph B below) will be required annually at a time to be designated by FAS/Washington.

The forms requested in this Instruction are in addition to those required by the Department of State Post Administrative Section.

- A. Form DSP-33, Application for Employment in the Foreign Service of the United States - The Foreign National employee is requested to submit one current, signed, and dated duplicate copy of Form DSP-33. Each space on the form must be completed; if answer is None, show "NONE", etc. Under Item 30, the duties must be fully listed for each position.

Responsibility of the Agricultural Attache - If the Foreign National employee performed duties for U. S. agriculture while appointed with the Department of State, prior to direct on of the Agricultural Attache Program by the U.S. Department of Agriculture, the Agricultural Attache must prepare a signed and dated statement of this period of employment, describing clearly under "duties" the various types of work performed by the employee, and assigning a percentage of time to the duties performed "for U. S. agriculture" and a percentage of time to duties performed "for other than U. S. agriculture" during the specific period of employment.

PLEASE CHECK EACH FORM DSP-33 CAREFULLY BEFORE SUBMISSION--FAILURE TO PROVIDE SUFFICIENT INFORMATION MAY DEPRIVE AN EMPLOYEE OF APPROPRIATE SERVICE CREDIT, OR DEPRIVE HIM OF ADVANTAGES UNDER FAS RECOGNITION PROGRAMS.

- B. Efficiency Report - The Agricultural Attache is requested to submit one copy of the Efficiency Report on the appropriate Department of State form designated below for each Foreign National Employee.

1. Foreign National Agricultural Employees - Submit Form FS 205E (Rev. 5-1-52), Department of State Efficiency Report, completed in all applicable categories, for all Foreign National Agricultural employees. If there is any question as to the use of this Form (FS 205E) for the appraisal of local employees, refer to section 916.23 of Chapter 900 (Local Employees, Consular Agents and Special Categories) of the Foreign Service Regulations which is available at each post. In the use of Form 205E follow the instructions in Foreign Service, Personnel Circular No. 202 (October 29, 1956) with the following exceptions:

Heading

- f. Period Covered by Report, December 1, 1955 to present date.
- h. The reviewing officer will be the Assistant Administrator, Agricultural Attaches/Washington, or a Foreign Agricultural Service official to whom he has delegated the authority.

Part II

In rating II, Specific Duties of Position, substitute the forms enclosed with this instruction entitled "Foreign National Agricultural Employees." This form is a composite of all the duties performed by local Agriculturists as indicated by their job descriptions. In evaluating the local employee, strike out those duties which do not apply.

Part VI

All the requested comments and recommendations in Part VI with the exception of (f) are especially important in determining the most eligible candidates for special training. Under (a) give the local education attainment and indicate the comparable level under United States standards. Fully develop (e) with special reference to the employee's potential ability, his interests and plans, particularly in relation to his continuing as a Foreign Agricultural Service employee and his need for special training. If special training is recommended, state reasons clearly under (h).

2. For All Foreign National Secretarial Employees - Submit Form FS 205H (9-15-52) Department of State, Efficiency Report, Local Employees, for all Foreign National Secretarial Employees. Complete this report in all applicable categories as instructed on the form with the following exceptions:

Heading

Period Covered by Report, December 1, 1955 to present date.

Part I

In rating Part I, Duties Performed, substitute the form enclosed with this instruction entitled "Foreign National Secretarial Employees." This form is a composite of all duties performed by local secretaries, clerks, interpreters, and receptionists as indicated by their job description. In evaluating the local employee strike out those duties which do not apply.

Comments

In the space provided for comments elaborate on the employee's language proficiency. Add any other pertinent information that will aid in evaluating the individual's performance. Use an additional sheet if necessary.

Attachments

Distribution List: A (including Agricultural Attaches, Foreign Nationals, and Post Administrative Officers)

FOREIGN NATIONAL AGRICULTURAL EMPLOYEE

STANDARDS		EVALUATION OF WORK					
1	Maintains effective working relationship with producers, processors, traders, and government officials who are essential to the functions of the FAS/F office.	1	2	3	4	5	6
2	Obtains, evaluates, and assembles appropriate statistical data and information for use in required or voluntary reports.	1	2	3	4	5	6
3	Reviews newspapers and publications and selects essential information for local use, inclusion in reports, or transmittal to FAS/W.	1	2	3	4	5	6
4	Contributes essential production, marketing, and related information for reports obtained from field inspection trips.	1	2	3	4	5	6
5	Accurately appraises new developments and helps interpret government policy.	1	2	3	4	5	6
6	Accurately translates appropriate material for local use and inclusion in reports.	1	2	3	4	5	6
7	Efficiently drafts assigned reports for the approval of the FAS/F supervising officer.	1	2	3	4	5	6
8	Effectively aids in the promotion and protection of U. S. Agricultural Foreign Trade.	1	2	3	4	5	6
9	Ably helps, and when necessary interprets for, FAS personnel, American visitors, and local callers.	1	2	3	4	5	6
10	Supplies appropriate answers for letter or by telephone to individuals requesting information from the FAS/F office.	1	2	3	4	5	6

EVALUATION OF DUTIES: The appraising officer will delete any portion of the duty description that does not apply; and in case the employee performs duties not indicated, the officer will briefly describe them with evaluation.

FOREIGN NATIONAL SECRETARIAL EMPLOYEE

STANDARDS		EVALUATION OF WORK					
1	Maintains standard speeds with accuracy when taking dictation, transcribing, or typing in national and English languages.	1	2	3	4	5	6
2	Accurately types dispatches, statistical tables and letters in compliance with established form.	1	2	3	4	5	6
3	Efficiently files non-confidential material in accordance with office procedure.	1	2	3	4	5	6
4	Translates written and printed material in national or English languages with accuracy.	1	2	3	4	5	6
5	Procures and ably compiles and computes essential statistical material.	1	2	3	4	5	6
6	Uses calculating machine proficiently for computations.	1	2	3	4	5	6
7	Courteously assists callers and accurately interprets national and English languages as occasion requires.	1	2	3	4	5	6
8	Receives and makes telephone calls in a pleasant and businesslike manner, and transmits and interprets conversation as the occasion requires.	1	2	3	4	5	6
9	Ably acts as receptionist and makes appointments for FAS/F personnel when required.	1	2	3	4	5	6
10	Reviews newspapers and printed material and ably selects information useful to FAS/F personnel.	1	2	3	4	5	6

EVALUATION OF DUTIES: The appraising officer will delete any portion of the duty description that does not apply; and in case the employee performs duties not indicated, the officer will briefly describe them with evaluation.

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